

Town of Surfside, Florida

INVITATION TO BID

“Public Safety Vehicle Lease/Purchase Financing” Bid #2011-PS-0824

SUBMISSION DEADLINE:

Wednesday, August 24, 2011 @ 2pm

The Town of Surfside (“Town”) is requesting bids from qualified financial institutions to provide Public Safety vehicle lease/purchase financing to the Town for a term of four years.

BIDS SUBMISSION

Bids must be received by sealed envelope in the office of the Town Clerk, 9293 Harding Avenue, Surfside, Florida 33154 by Wednesday, August 24, 2011 until 2:00 P.M. at which time they will be opened. Bids received after this time will not be considered and no time extensions will be permitted. Please clearly mark bids:

“Public Safety Vehicle Lease/Purchase Financing” Bid #2011-0824

Copies of this Invitation to Bid document may be obtained on the Town’s website under the link at www.townofsurfsidefl.gov.

FOR INFORMATION

Any questions regarding ITB No. 2011 PS-0824 is to be directed in writing to Debra Eastman, MMC and Town Clerk, at the following address: 9293 Harding Ave., Second Floor, Surfside, Florida 33154. Alternatively, any questions may be sent via email to: deastman@townofsurfsidefl.gov.

Any questions or clarifications concerning the bid specifications must be received by Debra E. Eastman, M.M.C. and Town Clerk, no later than Wednesday, August 17th @ 2pm. All questions/clarifications will be posted to the Towns website as an addendum. Bidders will be responsible to obtain all addenda posted to the Towns website located at www.townofsurfsidefl.gov

For further information, please contact Debra E. Eastman, M.M.C., and Town Clerk at 305-861-4863 ext 226.

ACCEPTANCE, REJECTION and CANCELLATION

The Town reserves the right to reject any or all bids with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the firm offering the greatest advantage and benefit to the Town. The

Town also reserves the right, in its sole and absolute discretion, to cancel this Invitation to Bid at any time.

Town of Surfside, Florida

SUBJECT: "Public Safety Vehicle Lease/Purchase Financing"
Invitation to Bid #2011-PS-0824

The Town of Surfside invites you to submit an original Bid (clearly marked) and two (2) copies in response to our Invitation to Bid ("ITB"). Bids must be provided in a three-ring binder if over 10 pages. All submissions and inquiries must be addressed as outlined in the ITB.

The bids are to be submitted in a sealed envelope clearly marked Important, Bid Enclosed bearing the name of the Bidder, and the address as well as the title of the ITB, no later than 2pm, Wednesday August 24, 2011. Mail or hand deliver your bid to:

Town of Surfside
Attn: Debra Eastman, MMC
Town Clerk
9293 Harding Avenue
Surfside, Florida 33154

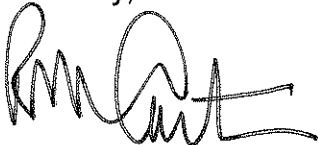
The Town's tentative schedule for this Invitation to Bid is as follows:

Bid Questions/Clarifications:	August 17, 2011 (Wednesday) @ 2pm
Opening of Bids:	August 24, 2011 (Wednesday) @ 2pm
Bid Evaluations:	August 31, 2011
Commission Award:	September 13, 2011

The Town reserves the right to delay or modify scheduled dates. The Town will notify Bidders of all changes in scheduled dates via website addendum.

We look forward to your active participation in this invitation.

Sincerely,



Roger M. Carlton,
Town Manager

**TOWN OF SURFSIDE
Invitation to Bid**

1.0 PURPOSE

The Town of Surfside ("Town") is requesting Sealed Bids from qualified financial institutions, (hereinafter referred to as the "Bidder") to finance the acquisition of ten (10) fully equipped Public Safety vehicles for the Town. Upon opening of the Bids, the Town will enter into negotiations with the bidder with the lowest total cost which shall be subject to ultimate approval by the Town Commission.

The Town is interested in entering into a lease/purchase for a term of four years with the successful Bidder.

2.0 BACKGROUND

2.1 Statistical Data

The Town was incorporated in 1935 and has approximately 5,800 residents. The Town is bounded on the south by 87th Terrace and the north by 96th Street. The Town's fiscal year begins October 1st and ends on September 30th.

The Town provides the normal range of governmental services including parks and recreation, public works, tourism promotion, planning and zoning, building, code enforcement, and law enforcement to its citizens. Fire and Rescue services are currently provided by the Miami-Dade Fire Rescue Department.

2.2 Scope Of Bid

The Bidder will specify the following:

Town Preferred:

A.	Type of Lease	Fixed Rate Lease/Purchase
B.	Lease Amount	\$300,000
C.	Lease Term	4 years, frequency of payment to be determined
D.	Lease Structure	First payment due no earlier than December 31, 2011.
E.	Lease Rate	Fixed Rate. Total interest cost (TIC) to be presented with Bid
F.	Payment Amount (P&I)	Fixed payment amount

G.	Amount due @ end of lease	Ten (\$10) dollars or one (\$1) dollar per vehicle
H.	Bid expiration date	Firm for a minimum of 60 days from submission date

2.3 Performance Schedule

The Town anticipates the funding related to this bid to commence shortly after approval by the Town Commission tentatively scheduled on September 13, 2011.

3.0 RESPONSIBILITIES OF THE TOWN

Town staff will be available to assist Bidders in both the bidding process and with interpreting scope and directions.

4.0 SUBMISSION OF BID

Incurred Expenses:

The Town is not responsible for any expenses which Bidders may incur preparing and submitting bids called for in the ITB.

Interviews:

The Town reserves the right to conduct personal interviews or required presentations on all Bidders prior to selection. The Town will not be liable for any costs incurred by the Bidder in connection with such interviews/presentations (i.e. travel, accommodations, etc).

Bid Acknowledge:

By submitting a bid, the Bidder certifies that the Bidder has fully read and understands the bid method and has full knowledge of the scope and nature of this ITB.

Request for Additional Information:

The Bidder shall furnish such additional information as the Town of Surfside may reasonably require. This includes information which indicates financial resources as well as ability to fund. The Town reserves the right to make investigations of the qualifications of the Bidder as it deems appropriate.

Acceptance/Rejection/Modification to Bids:

The Town reserves the right to reject any and all bids, and to waive minor irregularities in the procedure and agree to minor modifications.

Bids Binding:

All bids submitted shall be binding for a minimum of sixty (60) calendar days following opening.

Bid Withdrawal:

Bidders may withdraw their bids by notifying the Town in writing at any time prior to the scheduled opening. Bidders may withdraw their bids in person or through an authorized representative. Bidders and authorized representatives must disclose their identity and provide receipt for the bid. Bids, once opened, become the property of the Town and will not be returned to the Bidders.

Bid Disclosure:

Upon opening, bids become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders must invoke in writing the exemptions to disclosure provided by law in the response to the ITB by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

5.0 CONDITIONS OF BIDS

- A. Late Bids – Bids received by the Town after time specified for receipt will not be considered. Bidders shall assume full responsibility for timely delivery at the location designated for receipt of bids.
- B. Completeness – All information required by this ITB must be supplied to constitute an acceptable bid.
- C. Public Opening – All bids will be publicly opened at the time and place specified. Bids may be reviewed by any person thirty (30) days after the opening or recommendation of award which ever occurs sooner.
- D. Award Presentation – The Town Manager will present to Town Commission for acceptance and final award the lowest cost and best bid, or reject all bids, within sixty (60) calendar days from the date of opening of bids.

6.0 TERMINATION OF BID

If the Bidder fails to perform the conditions of the Bid as specified and as interpreted by the Town Manager, the Bid will be considered terminated. The Town Manager shall provide written notice of such termination.

7.0 PROCEDURE FOR REVIEW

The Town may interview the Bidders, but the Town reserves the right to forego interviews of Bidders.

The Town reserves the right to reject any and all bids and to waive minor irregularities in the bid. The Town further reserves the right to seek new bids when it is in the best interest of the Town to do so.

The Town will negotiate with the highest ranked Bidder based upon the lowest total cost.

8.0 EVALUATION OF BIDS

Award shall be made to the responsible Bidder whose bid is determined to be the most advantageous to the Town, taking into consideration the specifications responded to in the scope of bids previously specified in Section 2.2.

9.0 ADDITIONAL INFORMATION/CLARIFICATIONS

Information provided by the Town is to facilitate bids. Effort was made to provide necessary and accurate information when this request was prepared, but the Town is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of Bidders to assure that they have all information necessary for submission of their bids.

Any questions or clarifications concerning the bid specifications must be received by Debra E. Eastman, M.M.C. Town Clerk, no later than Wednesday, August 17th @ 2pm. All questions/clarifications will be posted to the Towns website as an addendum. Bidders will be responsible to obtain all addenda posted to the Towns website located at www.townofsurlsidefl.gov

For further information, please contact Debra E. Eastman, M.M.C., and Town Clerk at 305-861-4863 ext 226.

10.0 INFORMATION REQUIRED OF BIDDER

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the bids be organized in the manner previously specified in section 2.2. Refer to exhibit A attached for the appropriate format.

11.0 PROHIBITION OF INTEREST

No contract will be awarded to a Bidder who has Town elected officials, officers or employees affiliated with it, unless the Bidder has fully complied with current Florida State Statutes and Town Charter and Code relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the bidder.

12.0 FLORIDA PUBLIC RECORDS ACT

All material submitted regarding this ITB becomes the property of the Town. Pursuant to F.S section 119.071, Bids shall remain exempt from disclosure until an intended decision is announced or until 30 days from public opening, whichever is earlier. Bidders should take special note of this as it relates to any proprietary information that might be included in their offer.

Any resulting documents may be reviewed by any person after the documents has been executed by the Town. The Town has the right to use any or all information/material submitted in response to this bid. Disqualification of a bidder does not eliminate this right.

EXHIBIT A

TOWN OF SURFSIDE, FLORIDA
Public Safety Vehicle Lease/Purchase Financing"
Invitation to Bid #2011-PS-0824

- | | | |
|----|---------------------------|-------|
| A. | Type of Lease | _____ |
| B. | Lease Amount | _____ |
| C. | Lease Term | _____ |
| D. | Lease Structure | _____ |
| E. | Lease Rate | _____ |
| F. | Payment Amount (P&I) | _____ |
| G. | Amount due @ end of lease | _____ |
| H. | Bid expiration date | _____ |

I have carefully examined the Invitation to Bid, General Information, and any other documents accompanying or made a part of this Invitation to Bid.

I hereby propose to furnish the terms specified in the Invitation to Bid. I agree that my bid will remain firm for a period of a minimum of 60 days following the opening in order to allow the Town of Surfside adequate time to evaluate the bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the bid.

I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid and that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I certify that I have reviewed the transmittal letter from the Town Manager and fully understand that it is incorporated as a part of this ITB by reference.

Signature/Title

Printed Name/telephone number

Name of Business

Sworn to and subscribed before me this _____ day of _____, 2011

Signature

Name & Title, Typed or Printed

Mailing Address

City, State, Zip Code

(____) _____
Telephone Number

Email Address

Notary Public
State of _____

(____) _____
Facsimile Number